



Wisconsin Department of Public Instruction

LEARN AND SERVE AMERICA

GRANT APPLICATION

PI-8038 (Rev. 5-06)

Collection of this information is a requirement of PL 103-82.

For DPI Use

INSTRUCTIONS: Complete and return the original and two copies to DPI by **JUNE 30, 2006**. Keep one copy for use in completing the final evaluation.

Type of Grant Application

- ☐ Single District
☐ Consortium

Application Status

- ☐ Planning
☐ Implementation
☐ Institutionalization

I. GENERAL INFORMATION

| | | | |
|--|---------------------------------|---|---|
| 1. Administering Agency or Fiscal Agent | | 2. Fiscal Agent's Mailing Address <i>Street, City, State, Zip</i> | |
| 3. School Name | | 4. LEA No. | 5. School No. |
| 6. Program Coordinator <i>Name, Title, and DPI Certification Held</i> | | 7. Program Coordinator's E-mail Address | |
| 8. Program Coordinator's Mailing Address <i>Street, City, State, ZIP</i> | | 9. Program Coordinator's Telephone <i>Area/No.</i> | |
| 10. CESA No. | 11. Amount of Funding Requested | 12. Amount Granted <i>(to be completed by DPI)</i> | 13. Total Funding <i>Include District Match</i> |

II. EXECUTIVE SUMMARY

1. Provide a clear overview of the proposed program. Include a brief description of the infrastructure that will be implemented and how institutionalization will be supported. Be succinct and as comprehensive as possible. Include a summary of the program design and the expected impact of the program. The program design should, at a minimum, summarize how the program will achieve the expected goals.

III. PARTICIPATION INDICATORS

Indicate the anticipated participation of the following individuals for 2006-2007. Provide DPI with the size and scope of the proposed school-community partnership. Estimate the number of participants and schools that will be involved in the proposed partnership during 2006-2007. These numbers should reflect the totals for the entire program—including all participating schools and partnerships whether a single district or a consortium of districts.

| | | | | | | |
|--|------------------|----------------|----------------|------------------|----------------|-------------------------------|
| 1. Students Projected to Participate | | | | | | |
| Public | | | Private | | | Total |
| a. Elementary | b. Middle School | c. High School | a. Elementary | b. Middle School | c. High School | 0 |
| | | | | | | |
| 2. School Staff Projected to Participate | | | | | | |
| | | | Public | | Private | Total |
| a. Teachers | | | | | | 0 |
| b. Administrators/School Board Members | | | | | | 0 |
| c. Other School Staff | | | | | | 0 |
| | | | | | | |
| Total | | | 0 | | 0 | 0 |
| 3. Community Representatives Projected to Participate | | | | | | |
| | | | | | | Projected Participants |
| a. Community-Based Organizations | | | | | | |
| b. Faith-Based Organizations | | | | | | |
| c. Parents | | | | | | |
| d. Businesses | | | | | | |
| e. Higher Education Students <i>Supported by Federal Work Study</i> | | | | | | |
| f. AmeriCorps and VISTA Members | | | | | | |
| g. Senior Corps <i>Senior Companion, Foster Grandparents</i> | | | | | | |
| Others <i>Specify</i> | | | | | | |
| Total | | | | | | 0 |
| h. Are you a school in need of improvement? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| i. Are you in a school with more than 39.99% low-income students according to free and reduced lunch count? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| 4. Anticipated Number of Service Recipients | | | | | | |

IV. KEY PARTNERSHIPS

| | | | | | | | |
|---|-----------------------------|--------------------------|--------------------------|--|--|------------------------------|--|
| 1. Key Partner Agency | | | | 2. Mailing Address <i>Street, City, State, Zip</i> | | | |
| 3. Contact Person | | | | 4. Title | | 5. Telephone <i>Area/No.</i> | |
| 6. E-Mail Address | | | | 7. Fax <i>Area/No.</i> | | | |
| Other Key Partnerships Organization Name | Type of Organization | | | Contact Person | | | |
| | Public | Private | Non-Profit | | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Address | | | | Telephone <i>Area/No.</i> | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Address | | | | Telephone <i>Area/No.</i> | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Address | | | | Telephone <i>Area/No.</i> | | | |

| | | |
|--|-------------------------|--|
| | V. BUDGET DETAIL | |
|--|-------------------------|--|

This budget detail should include grant funds only, not in-kind match.

1. Purchased Services

| A. Item Name <i>Includes all items budgeted under Purchased Services Classification (e.g., consultant, travel, postage, printing, telephone).</i> | B. Unit Cost | C. Estimated Total Cost | D. Purpose |
|---|-----------------|----------------------------|---------------|
| | | | |
| Totals | \$0 | \$0 | |

2. Non-Capital Objects

| A. Item Name <i>Includes all items budgeted under Non-Capital Objects (e.g., materials, supplies, media)</i> | B. Quantity | C. Estimated Total Cost | D. Function |
|--|----------------|----------------------------|----------------|
| | | | |
| Totals | 0 | \$0 | |

List all school staff to be paid from the grant funds. Release time rates must reflect actual district rates.

| A. Name | B. Position Title/Responsibilities | C. Salary and Fringes |
|------------|---------------------------------------|--------------------------|
| | | |
| | Totals | \$0 |

| VI. BUDGET SUMMARY | | | |
|--|----------------------------------|---|------------------------------------|
| Function | Object | (1) Project Funds Requested 2006-07 | (2) District 2006-07 In-Kind |
| INSTRUCTION Activities dealing directly with interactions between teachers and pupils. | Salaries | | |
| | Fringes | | |
| | Purchased Services | | |
| | Non-Capital Objects | | |
| | TOTAL Instruction | \$0 | \$0 |
| SUPPORT SERVICES Services which provide administrative, technical, and logistic support to facilitate and enhance instruction, evaluation, survey costs. | Salaries | | |
| | Fringes | | |
| | Purchased Services | | |
| | Non-Capital Object | | |
| | TOTAL Support Services | \$0 | \$0 |
| TOTAL BUDGET | | \$0 | \$0 |

| VII. ASSURANCES |
|-----------------|
|-----------------|

As the duly authorized representative of the applicant, I certify, (to the best of my knowledge) and belief, that the applicant:

Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of program costs) to ensure proper planning, management, and completion of the program described in this application.

Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

Will comply with all rules regarding prohibited activities, including those stated in applicable application guidelines, grant provisions, and program regulations, and will ensure that no assistance made available by the Corporation will be used to support any such prohibited activities.

Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for program purposes regardless of federal participation in purchases.

Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

VII. ASSURANCES (continued)

Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-7), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.

Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of program consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification, and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-l et seq.).

Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

CERTIFICATIONS

1. Lobbying (Activities)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities.

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

(b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all tiers (including subawards, subgrants, contracts under grants and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, Sections 85.105 and 85.510,

A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor any of the principals:

(a) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Has, within a three-year period preceding this application, been convicted of, or had a civil judgment entered against them for commission of fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) (b) of this certification, and

(d) Has not, within a three-year period preceding this application, had one or more public transactions (Federal, State or local) terminated for cause or default and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees other than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

The applicant certifies that it has or will continue to:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establish an ongoing drug-free awareness program to inform employees about—

VII. ASSURANCES (continued)

- (1) the dangers of drug abuse in the workplace,
- (2) the grantee's policy of maintaining a drug-free workplace.
- (3) any available drug counseling, rehabilitation, and employee assistance programs, and
- (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
 - (1) abide by the terms of the statement, and
 - (2) notify the employer, in writing of his or her conviction for a violation conviction for a violation of any criminal drug statute occurring in the workplace no later than five days after such conviction.
- (e) Notifying the agency in writing within ten days after receiving notice under subparagraph (d) (2)) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination...; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f)

VIII. PROGRAM-SPECIFIC ASSURANCES

The applicant hereby gives assurance to the State Superintendent of Public Instruction that by signing this document you agree to all elements of the assurances.

- A. The applicant will maintain its local efforts; i.e., it will use PL 103-82 Federal Grant Funds to supplement rather than to supplant local efforts, strengthening the fiscal effort made for educational purposes which would not occur in the absence of such funds;
- B. Funds made available will be used only for the approved program and will assure compliance with all aspects of Chapter PL 103-82 as indicated in the proposal;
- C. Prior to the placement of a participant, the program will consult with any local organization representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by such program;
- D. An assurance that the applicant will develop an age-appropriate learning component for participants to reflect on service experiences and expected learning outcomes;
- E. The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Bureau for School Management Services and Federal Aids of the Department of Public Instruction (Form PI-1086);
- F. No board or staff member of a Local Educational Agency (LEA) will participate in, or make recommendations with respect to, an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family;
- G. The Department of Public Instruction will reserve the right to a final audit at the end of the fiscal year of actual expenditures under this contract or at any time during the duration of the proposal period. In the event of an overpayment, the grantee agrees to reimburse the Wisconsin Department of Public Instruction for the amount of such overpayment;
- H. The applicant will submit a final report to the Department of Public Instruction within 10 days of the project completion date;
- I. The applicant will share project experiences, activities and materials on a cost recovery basis with other interested Wisconsin school districts upon request;
- J. The applicant will participate in all regional and state meetings as requested by the Department of Public Instruction.
- K. In connection with performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, age, color, national origin or handicapping condition. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post notices where they are readily available to employees and employment applicants. The notices are to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause. Furthermore, the State of Wisconsin Department of Public Instruction operates under an Affirmative Action Plan and under a merit employment system;
- L. The applicant will provide equal opportunities for individuals to participate in the project experiences in school and community settings regardless of age, sex, ethnic background, or disadvantaged, handicapped, or gifted status;
- M. The applicant has a school employee designated as a Service-Learning Program coordinator for 2006-2007.
- N. The applicant will participate in statewide evaluation initiatives and complete and return all evaluation forms.
- O. The applicant will complete all necessary federal and state forms in a timely manner and respond to requests by DPI promptly.
- P. Participants and organizations receiving CNCS grant awards are not allowed to lobby for CNCS federal funding. For clarification, contact CNCS at (202) 606-5000. Ask for General Counsel.

IX. SINGLE DISTRICT CERTIFICATION SIGNATURES

TO BE COMPLETED BY SINGLE DISTRICT APPLICANTS ONLY

EACH OF THE UNDERSIGNED CERTIFIES that the information contained in this application is complete and accurate to the best of our knowledge. Additionally, we recognize that by signing this document, we agree to all elements of the assurances both general and program specific to ensure proper planning, management, and completion of the program described herein.

The administering agency shall be the fiscal agent and shall thereby incur and record all expenditures of funds available per applicable program provisions, rules, and regulations.

| | | |
|--|--------------------------------------|--------------------------------|
| Administering Agency (<i>District</i>) | | Date Signed <i>Mo./Day/Yr.</i> |
| Agency Administrator (<i>District</i>) | Signature ➤ | |
| Name of Participating School | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |

Attach additional sheet(s) if needed.

X. CONSORTIUM VERIFICATION Copy as many pages as needed.**TO BE COMPLETED BY CONSORTIUM APPLICANTS ONLY**

EACH OF THE UNDERSIGNED CERTIFIES that the information contained in this application is complete and accurate, that the local educational agency they represent has authorized them to enter into a consortium agreement, and to provide the necessary assurance of compliance with applicable state and federal statutes, rules, and regulations. Additionally, we recognize that by signing this document, we agree to all elements of the assurances both general and program specific to ensure proper planning, management, and completion of the program described herein. The administering agency shall be the fiscal agent and shall thereby incur and record all expenditures of funds available per applicable program provisions, rules, and regulations.

ADMINISTERING AGENCY

| | | |
|--|--------------------------------------|--------------------------------|
| Administering Agency (<i>District or CESA</i>) | | Date Signed <i>Mo./Day/Yr.</i> |
| Agency Administrator (<i>District or CESA</i>) | Signature ➤ | |
| Name of Participating School in Admin. Agency | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School in Admin. Agency | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School in Admin. Agency | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |

CONSORTIUM PARTICIPANTS LEA/ORGANIZATION

| | | |
|---|--------------------------------------|--------------------------------|
| 1. LEA/Organization (<i>District</i>) | | Date Signed <i>Mo./Day/Yr.</i> |
| District Administrator | Signature ➤ | |
| Name of Participating School in LEA #1 | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School in LEA #1 | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School in LEA #1 | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| 2. LEA/Organization (<i>District</i>) | | Date Signed <i>Mo./Day/Yr.</i> |
| District Administrator | Signature ➤ | |
| Name of Participating School in LEA #2 | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School in LEA #2 | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School in LEA #2 | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| 3. LEA/Organization (<i>District</i>) | | Date Signed <i>Mo./Day/Yr.</i> |
| District Administrator | Signature ➤ | |
| Name of Participating School in LEA #3 | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School in LEA #3 | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |
| Name of Participating School in LEA #3 | Signature of Building Principal ➤ | Date Signed <i>Mo./Day/Yr.</i> |